Constitution of

Midsomer Norton and Radstock
Silver Band

1. Name.

The name of the organisation shall be "Midsomer Norton and Radstock Silver Band", hereafter referred to in this document as “the Band”.

1. Aims.

To educate the Band’s Playing Members in the skills, art and science of music as performed by traditional Brass Bands throughout the United Kingdom, and to fund the purchase of instruments, equipment, uniforms and music required by the Band by charging for performances, the presentation of concerts and other activities.

1. Membership.

There shall be two types of membership and a person shall only be considered "a member" that is a currently registered, paid-up member, regularly attending. The types of membership shall be:

* 1. Playing Member (member)

Open to ANY person, providing that membership benefits the person and the Band.

All playing Members shall complete a period of not less than six weeks probation prior to their appointment, by the Management Committee, as a Member of the Band.

* 1. Management Committee

These are the officers of the Band that have been elected, or in the case of the Musical Director/Conductor (MD) appointed by the Management Committee, to carry out the running of the Band.

Hardship - The Committee shall have the power to waive part or all of the contributions in cases of extreme hardship.

1. Organisation

The running of the Band, including any matter not covered by this Constitution, shall be entrusted to the Management Committee. This committee shall consist of

Band Chairperson.

Band Secretary.

Band Treasurer.

A Band Member.

A Band Member.

A Band Member.

A Band Member.

At the first Management Committee meeting following the AGM the following roles and responsibilities will be assigned to the members of the Management Committee:

Librarian

Uniform

PR & Recruiting

Child Liaison Officer

Engagement & Contesting Secretary

Custodian of Assets

Social Secretary

Training Band Officer

To assist in the efficient running of the Band, the members of the Management Committee may enlist the assistance of other members of the Band or Band supporters. Anyone who is enlisted to help will not have the right to attend or vote at any Management Committee meeting. At all times the Officers of the Management Committee are fully responsible for all actions and reporting.

A quorum for the Management Committee shall be FOUR persons.

Should a vacancy arise during the year, the remaining members of the Management Committee may co-opt a person to fulfil a role until the next AGM, when the position shall be voted for as normal.

The officers of the Management Committee that are subject to election shall be voted into that office ANNUALLY. The voting to take place at the AGM.

One meeting of the Management Committee shall take place every calendar month. All meetings are to be run to an agenda and to be minuted. Prior to the next meeting all members of the committee shall receive a copy of the minutes of the previous meeting.

At these meetings the Treasurer shall give an up to date financial report. The Secretary shall give a report on any correspondence received and any notices or other information received. All other Officers will give a report only as necessary to update the Management Committee on any ongoing situations.

The Band Chairperson shall act as chair at all Management Committee meetings, the Management Committee shall decide at their first meeting who shall act as chair in the absence of the Chairperson. The Chairperson will also have the right to attend, uninvited, any meeting or committee of the Band. He/she will have the right to speak at any meeting; however will not have the right to vote except at the Management Committee, the AGM and Extraordinary meetings.

The Band Secretary will have the right to attend, uninvited, any meeting or committee of the Band. He/she will have the right to speak at any meeting however will not have the right to vote, except at the Management Committee, the AGM and Extraordinary meetings.

The Management Committee can appoint people into certain roles that require special skills or training. These posts shall include the Bands’ Musical Director/Conductor, Deputy Conductor and any other specialised skills instructors that are approved by a meeting of the Committee.

Any person being invited to accept a position will be asked to appear before the Management Committee for an informal discussion and/or audition. They will serve a THREE-month probation period before being confirmed into that post.

The Management Committee ONLY shall be responsible for the appointment of MD, Deputy Conductor or any other positions. No other person or persons may invite or offer anyone any position within the Band. Prior to any appointment the Management Committee may also take into consideration the views of the members of the Band.

Once someone has been appointed into a role, excepting those roles that must be elected annually, they can only be removed by a decision taken at a meeting of the Management Committee.

The Management Committee, after a full discussion shall have the right to co-opt any member(s) onto the Management Committee to undertake a specified role. Any member(s) that are co-opted will have the right to speak and vote as if they had been elected into office. They shall remain a member of the Committee until:

A Full meeting of the Management Committee decides that any co-opted members have fulfilled their role and so are no longer required.

The AGM takes place, at which time all members that have been co-opted will automatically stop being a member of the Committee.

The Management Committee will issue a set of rules that govern the behaviour and conduct of all members of the Band. They will be used to ensure the high standards and appearance of the Band continue and improve so that at no time should the behaviour of an individual or of the Band bring discredit upon either; a member, the Band or any organisation the Band represents or is affiliated to.

1. Finance

The Band will open and operate TWO bank accounts.

* 1. A current account with sufficient funds to allow the efficient day to day running of the Band to be carried on.
	2. A deposit type account where all moneys not needed for immediate use shall be invested for future use.

The Band accounts will require TWO of THREE signatories chosen from the Management Committee one of which MUST be the Band Treasurer.

No two people from the same household and/or family shall act as signatories for Band Accounts. In any case where this may arise, another person from the committee shall become a named signatory.

The accounts shall have a monthly statement, from the bank, sent to the Band Treasurer. The Band Treasurer shall include this information into his/her financial report to the Management Committee

The Bands financial year shall coincide with the AGM. The Treasurer shall ensure that all books and records are correct and be in a position to give an accurate and up to date report of the Band’s financial situation at the AGM.

The Management Committee may, at their discretion, ask that all financial records are audited by an accredited independent person in addition to any legal requirements set by the Charity Commission or other such body.

The Band Treasurer shall be responsible for the accounting of ALL Band monies and any person that receives any money intended for the Band shall pass that money to the Treasurer as soon as practical.

All activities either directly or indirectly associated with the Band that involve financial transactions shall make available to the Treasurer a FULL copy of their records, receipts etc. so that at all times the Band treasurer is aware of all money's, knowing their intended and actual use.

No person in any capacity shall receive ANY payment, fees or other financial/monetary reward for any reason with the exception of the MD or other specialised Instructors that are engaged for special training sessions.

Any person undertaking properly authorised activities (i.e. previously approved by the Management Committee) shall be entitled to claim legitimate out of pocket expenses upon issue of a receipt detailing those expenses (e.g. a phone bill that shows the numbers dialled).

No member will have any financial interest in the supply of goods or services to the Band; acquire or hold any interest in any property of the Band (except in order to hold it as a Trustee of the Charity).

When the Management Committee discusses the MDs future fees he/she will retire from the room until the end of that topic. The MD will be expected to advise the committee when they discuss any fee being asked by a specialist instructor so that the committee can satisfy themselves of its suitability.

1. Safeguarding

The Band has implemented and will maintain a Safeguarding Policy in accordance with suggested best practice within the Brass Banding Movement. The Committee will keep abreast of any changes and recommendations regarding best practice and will adjust the Policy and practice accordingly. The Band will appoint a member of the Committee to be Welfare Officer to co-ordinate and advise on all such matters in accordance with the child protection policy. Copies of the Policy are to be available for inspection in the Band room or from the welfare officer.

The Band shall not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

1. Annual General Meeting

The Band shall have an Annual General Meeting each year. The Band Secretary shall notify, by post as necessary, all persons with a legitimate reason for attending the meeting, giving twenty-eight days’ notice.

Any person wishing to be considered for a position on any committee shall notify, in writing, the Band Secretary. The dated letter shall indicate the full name and address of the person and clearly state the position the person wishes to stand for. The letter must be with the Band Secretary twenty-one days before the AGM

Any person wishing to raise a motion for debate, or that wishes to propose a change to any part of the constitution or band rules, shall send to the Band Secretary a FULL written copy of their proposals. The letter must be signed and dated; it is to be with the Band Secretary twenty-one days before the meeting.

The Band Secretary shall ensure that all persons eligible to attend the AGM, or any other meeting to be called, receives a copy of the agenda ten days before the meeting, which shall include:

* 1. A list of all persons wishing to stand for office and the offices they wish to stand for.
	2. A list of all proposals or subjects to be discussed and voted on.
	3. Full details of the time and location of the meeting.

At the AGM the Officers of the Band may be asked to give a report detailing the current situation and outlining any plans for the future. Questions from the floor will be allowed at the end of any report.

Alterations to the constitution shall receive the assent of two-thirds of the members eligible and voting at an Annual or Extraordinary Meeting.

The Band Chairperson, until the end of the meeting, shall chair the AGM. Should the sitting Band Chairperson not be re-elected, he/she will still chair the AGM until the end of the meeting, the transfer of ALL offices to take place at the close of the meeting.

No changes to clause 2 (aims), clause 7 (AGM), clause 15 (dissolution) or to this clause shall take effect until the approval in writing is received from the Charity Commissioners or any other authority that has charitable jurisdiction. No changes to the constitution shall be allowed that would have the effect of stopping the Band being charitable (a charity) in Law.

1. Extraordinary Meetings.

An extraordinary meeting can be called at any time in response to or to allow:

* 1. Serious constitutional matters
	2. A vote of no confidence in the Management Committee
	3. A vote of no confidence in the MD.
	4. Serious financial matters.

To call an extraordinary meeting the Band Secretary must be given a FULL, written proposal containing the name and office, if any held, of the proposer and the name and office, if any held, of a seconder. It should also contain the names and office, if any held, of a further fifty percent of the membership who support the motion.

The Band Secretary shall make all arrangements for the meeting and shall set a date no later than twenty-eight days after he/she received the proposal.

All members shall receive no less than fourteen days’ notice of such a meeting being called and shall also receive a list of the proposals that are to be discussed along with the names of the proposer and the seconder.

Extraordinary meetings shall be under all clauses in this constitution: - i.e. The meeting to be chaired by the Band Chairperson, all voting and casting of voting etc.

1. Voting

Each eligible voter will receive ONE vote per person, not one vote per office or position. They will be entitled to cast that vote for each motion or subject that causes a vote to be taken. No one will have a second or casting vote.

The voting at the AGM and extraordinary meetings shall be only open to:

* 1. All members of the Band.
	2. All Management Committee
	3. Presidents, Vice-Presidents and Honorary Members.

A ballot will be taken for all Management Committee positions. The ballot form is to list ALL names received in accordance with clause 7, clearly showing the office(s) the person wishes to stand for. The winner being based upon a simple majority.

All other voting at the AGM that is not covered by clause 9c and 11, or any subject at any committee meeting that requires a vote to be taken shall be by a show of hands.

Any motion discussed at the AGM or at any other meeting of any committee can only be passed by a two thirds majority of those present and eligible to vote.

1. Patrons/Presidents/Honorary Members

The Management Committee shall be able to appoint Patrons and Presidents. The Management Committee shall also be able to propose any member that has given many years of first-class service to the Band be made an Honorary Member.

The privileges and benefits of any Patron, President or Honorary Member shall be as stated by the Management Committee, however no salaries, fees or monetary/financial reward shall be allowed.

1. Dissolution

The Band may be dissolved by a decision taken at an extraordinary meeting called especially for that purpose alone.

All members shall be given twenty-one days’ notice in writing, by post if necessary, of such a meeting.

The voting of the motion shall be open to all members, Presidents, Vice Presidents and Honorary Members. It shall require a two thirds majority of all those present.

Should the resolution be passed the Management Committee shall ensure that all debts and liabilities are cleared and that all records are true and accurate.

Any decision(s) of the trustees shall be based upon a simple majority of those people only.

Any property that remains after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Band. It shall be given or transferred to such other charitable institution or institutions having aims similar to some or all of the aims of the Band as the Band may determine and if in so far as effect cannot be given to this provision then to some other charitable purpose.